OIC Healthcare provider DB data file format specification
File Format Specification

1. ASCII based file
2. File name is in format of hcp*Date_NAICNo*.txt
        The file name is in long file name format.
            Where *Date* is in form of yyyymmdd ⇐ effective date of the filing,
            And *NAIC* is the NAIC number of the carrier who submits the data.
              Example : hcp20040701_12345.txt

3. No header, data starts from line 1.
4. Each line contains a single record.
5. No empty lines between records.
6. A comma must separate each field in a record.
7. Each field should not exceed the length specified in Record Format for Healthcare Provider Network Form A document.
8. Field order must be the same as the order as defined in the Healthcare Provider Network Form A document.
9. If a field value contains ',', enclose entire field with '"' character.
10. Do not use '"' character for any other purpose except enclosing a data item in a field

Steps to FTP Data

1. Create a data file that conforms to the above specification.
2. Start a Command Prompt or DOS Prompt to start the file transfer. Do not use a web browser.
3. Change your current directory to the directory that contains the data file to be submitted by typing:
      cd\"directory name"
      For example: cd c:\temp will change your current directory to c:\temp.
4. Type **ftp.oic.wa.gov**
      The FTP site message will display. You will then be prompted to enter an account identification number and a password.
5. Once you are in the ftp site, please enter
      Put "data file name"
      For example, **put hcp20040701_12345.txt**
6. Wait for the file to transfer.
7. Type "**bye**" to exit FTP site.

A user ID and Password is required to access the FTP site. If you do not have an ID or Password, please request by contacting John Haworth @ mailto:johnhaw@oic.wa.gov